



Video Discussion Guide

nested

the nested safety and security committee process

<http://www.esh.lanl.gov/video-guides/>

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Background

Los Alamos National Laboratory has produced a training video that demonstrates the Nested Safety and Security Committee process, an integral part of the overall commitment to safety, security, and the environment. Lee McAtee, HSR Division Leader, describes the meeting process, which is illustrated in three different organizational environments: team, group, and division.

Training Package—available at <http://www.esh.lanl.gov/video-guides/>

1. A training video in both VHS and DVD formats
2. Cover letter
3. Discussion Guide
4. Supporting materials that include
 - Agenda templates
 - Metrics templates

How To Use the Training Package

Here are some suggestions for using this video as a starting point to discuss the NSSC process with your team, group, or division.

1. Convene your team, group, or division NSSC meeting, allowing enough time for viewing and discussing the video.
2. Present the Agenda Templates from <http://www.esh.lanl.gov/video-guides/>
 - How can you best adapt an agenda to suit your organization's needs?
3. Present the Metrics Templates from <http://www.esh.lanl.gov/video-guides/> and choose and adapt the metrics that best apply to your organization's needs.
 - A. Which metrics are most relevant to your organization?
 - B. How can you best assemble the data for each meeting?
 - C. How can you best share this information with other organizations in your division?
4. Using the following questions as a guide, discuss the NSSC process as it applies to your organization.
 - A. How can you most effectively roll-up information from teams and groups?
 - B. How often should you meet?
 - C. How can you most effectively share information from your meeting?
 - D. What are your organization's NSSC strengths and weaknesses? What can you improve?
 - E. How do you identify safety, security, and environment issues? How quickly are they resolved?
 - F. When you find it, do you fix it? How soon?